

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF ALABAMA**

**SELF-SCHEDULING INSTRUCTIONS**

You may self-schedule the following matters:

Motions/Applications

Extend Automatic Stay\*  
Amend Schedules Post confirmation of Plan\*  
Withdraw as Attorney  
Extend Plan Payments\*  
Reinstate Case\*  
Reconsider Dismissal of Case\*  
Reduce Injunction Period\*  
Waive Filing Fee (FOR A DOCUMENT or for an ERRONEOUS FILING)  
Modify Plan\*  
Borrow/Incur Debt\*  
Compensation

\*Notice must be sent to all parties and creditors. (Sample Notice Attached.)

Filing Steps

1. Select the date and time available from the Judges' hearing calendar.
2. Log into ECF, click on Bankruptcy, then Motions/Applications and enter the case number, select the appropriate motion/application and file the PDF.
3. Under Notices, select Notice of Self-Scheduled Hearing.
4. After you have uploaded the PDF, you will be prompted to enter the Date, Time and Location of the hearing. You will also be provided with a list of Motions to which you may link your notice.
5. Check the box preceding your motion and click Next. Your docket text will appear. Check it for accuracy. This entry will appear on the court's docket.
6. If all entries are correct, click Next and your Notice of Self-Scheduled Hearing will be filed.\*\*
7. Mail/send the Notice of Hearing to all required parties if they do not receive notice by email.
8. File your Certificate of Service in ECF with list of recipients.

\*\*Screenshots are attached.

Contacts: Janet Brown (x4113) or Bill Rotureau (x4116).

# ***SAMPLE NOTICE***

## **UNITED STATES BANKRUPTCY COURT** Southern District of Alabama

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Bankruptcy Proceeding No.: 99-99999  
Chapter: 13  
Judge: <fill in as appropriate>

In Re: Debtor(s) (name(s) used by the debtor(s) in the last 8 years, including married, maiden, trade, and address):

John Doe  
123 Somewhere Drive  
Someplace, AL 36666

Mary Doe  
123 Somewhere Drive  
Someplace, AL 36666

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### ***NOTICE OF HEARING***

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A hearing will be held in Courtroom 2 of the U. S. Bankruptcy Court, 201 St. Louis St., Mobile, AL on:

Date: 4/25/08

Time: 9:00 AM

Matter:

2 – Motion to Extend Automatic Stay Filed By John Doe, Mary Doe

Dated 3/15/2008

/s/ Joe Attorney  
Attorney for Movant

File a Notice:

08-10710 Roosevelt Biggs and Mary Nell Biggs

Type: bkChapter: 13 vOffice: 1 (Mobile)

Judge: MAMAssets: nCase Flag: DebtEd

Hearing Information

In order to enter a hearing date/time/location, you must obtain prior approval from the presiding judge. Contact the Chambers of Judge MAHONEY.

Hearing Date: 04/01/2008 Calendar Hearing Time: 08:00 AM PM

Location: Courtroom 2, 201 St. Louis Street, Mobile, AL 36602

Select docket entries which are to be associated with the above schedule(s).

Filing Date	#	Docket Text
<input checked="" type="checkbox"/> 03/11/2008	2	Motion to Extend Automatic Stay Filed By Mary Nell Biggs, Roosevelt Biggs : Herman D. Padgett (Rotureau, Bill)

Next Clear

**File a Notice:**08-10710 Roosevelt Biggs and Mary Nell Biggs

Type: bk

Chapter: 13 v

Office: 1 (Mobile)

Judge: MAM

Assets: n

Case Flag: DebtEd

**Docket Text: Final Text**

**Notice of Self-Scheduled Hearing Filed by Mary Nell Biggs, Roosevelt Biggs (related document(s)[2] Motion to Extend Automatic Stay filed by Roosevelt Biggs, Mary Nell Biggs) Hearing scheduled for 4/1/2008 at 08:00 AM at Courtroom 2, 201 St. Louis Street, Mobile, AL 36602. (Rotureau, Bill)**

**Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.**